



## *COMMONWEALTH of VIRGINIA*

### **Virginia Information Technologies Agency**

Lemuel C. Stewart, Jr.  
Chief Information Officer  
Email: [cio@vita.virginia.gov](mailto:cio@vita.virginia.gov)

11751 Meadowville Lane  
Chester, Virginia 23836-6315  
(804) 416-6100

TDD VOICE -TEL. NO.  
711

March 13, 2008

**TO:** Finance Directors  
Procurement Officers  
Agency IT Resources

**FROM:** Susan Woolley

**RE:** Year End Purchases

As in the past, we want to remind you that if you want purchases made through VITA to be included in your agency's FY08 charges, items must be processed, ordered and received (in eVA) no later than June 6th. All procurements meeting these requirements will be billed to you by June 20. To help us meet these deadlines, we are asking that requisitions be placed in eVA before April 4. I strongly encourage you to place orders as early as possible.

In cases where there are no physical items to receive (e.g. maintenance, software licenses, etc), your agency can receive in eVA as soon as the order is released to the supplier. For tangible items, please receive in eVA upon receipt of the goods or services. This ensures that payment is made promptly upon receipt of the invoice.

Thank you very much for your cooperation.

**Cc:** VITA Customer Account Managers  
VITA Agency Performance Managers